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*A resource and partner in the education of Wyoming's students.*

# WDE600 – WISE Attendance & Membership

## Data Collection Training

May 7, 2015

# WDE600 - WISE Attendance & Membership

## Technical

- Overview of Data Collection
- Important Dates
- Collection Documents
- State Report Manager (SRM)
- Data Elements
- Data Submission Process
- Downloadable Reports
- Questions

## Content

- Converting D. E. Student Milestone Data
- Contact Information
- Questions

# Collection Documents

- http://portals.edu.wyoming.gov/wise/

  Data Elements and Business Rules
  SRM Guidebook
  WDE600 Collection Guidebook
  Slides from today's presentation

- http://tcs.wenvideo.net/tcs

  Recording of this presentation

# Overview of Data Collection

WDE600

- Official collection for student-level attendance, membership, and unexcused absence data
- Data is used in the Wyoming education resource block grant model
- Data is also used in a variety of federal reports
- W.S. §21-2-203; W.S. §21-3-110(a)(v); W.S. §21-13-101 through W.S. §21-13-331
- WDE Rules and Regulations, Chapter 8

# Important Dates

## Collection Window

- June 1 – June 15, 2015

## Due Date

- **June 15, 2015**

*Note: We recommend school districts load data by Monday, June 8, 2015. This will allow time for the data to be validated and errors can be corrected before the due date.*

# What's New?

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***New Milestone Flag Field***

*(more information later in presentation. . .)*

# State Report Manager (SRM)

- Designed to enable school districts to load, review, and validate their data before submitting it to the state
- Summary reports and charts available to download and review
- Part of the Wyoming Integrated Statewide Education (WISE) Data System

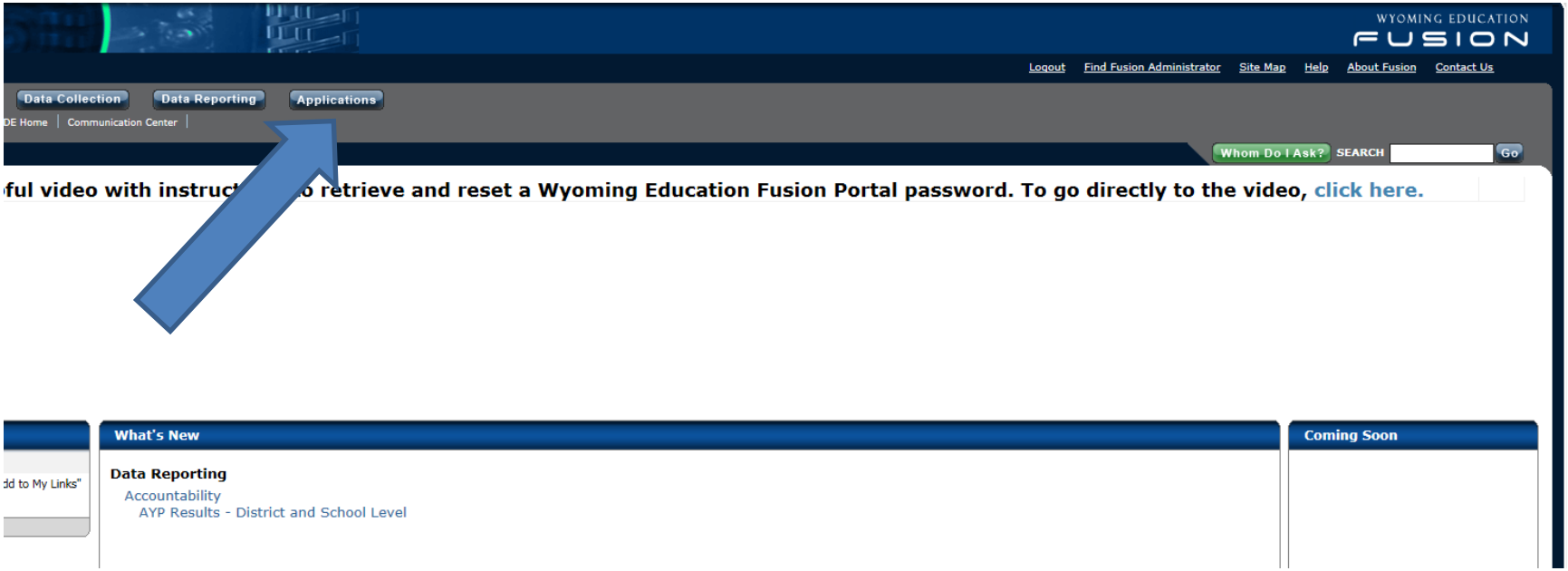
    *Secure*
    *Efficient*
    *Consistent*

# Accessing the SRM

- Available on the Wyoming Education Fusion Portal: https://fusion.edu.wyoming.gov

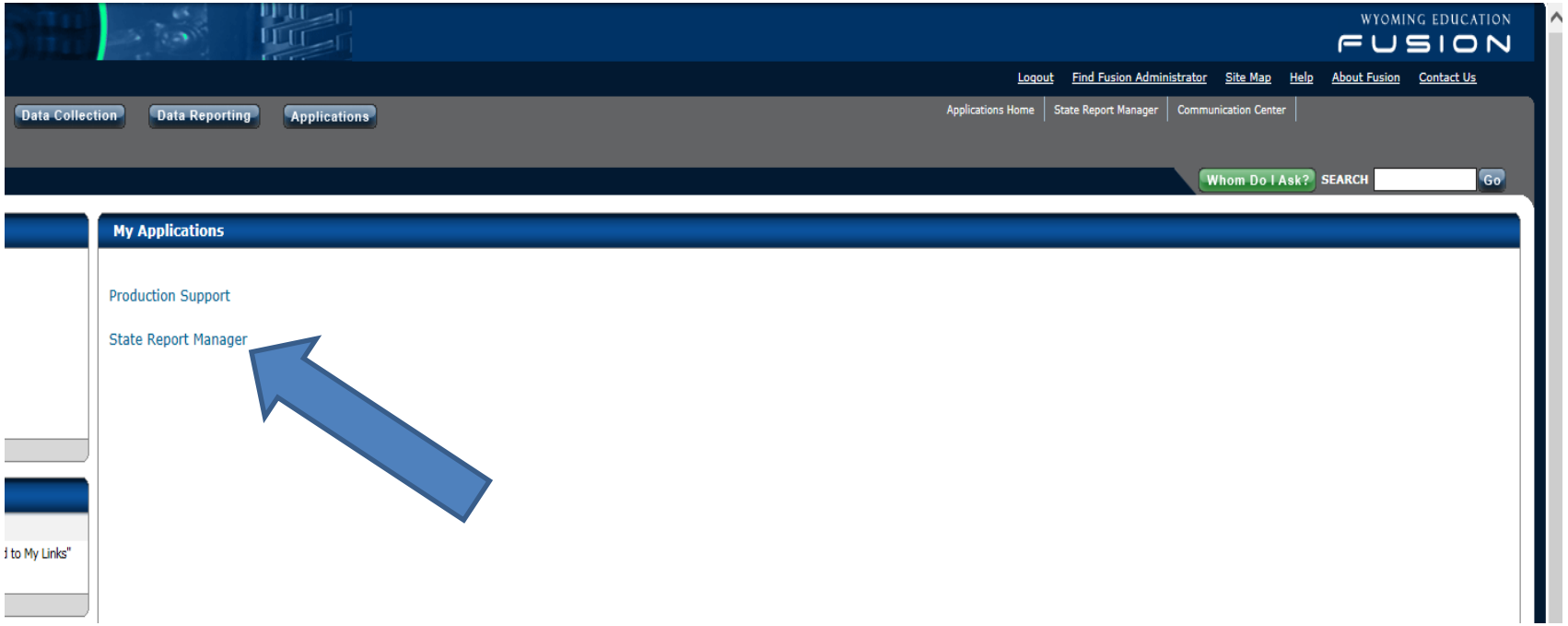
- Your district Fusion Administrator grants access
- Located on the “Applications” tab
- Find the WDE600 under “Current State Reports”
- Select “Run a Trial”

# Accessing the SRM



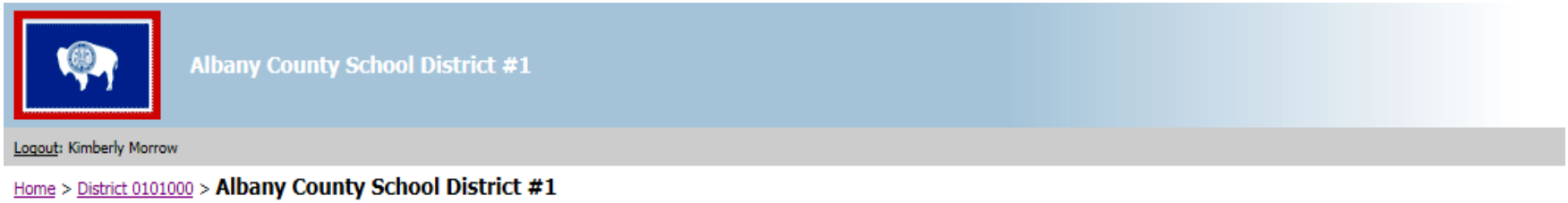

Click on the blue ***Applications*** link

# Accessing the SRM




Click on the S***tate Report Manager*** link

# Accessing the SRM




| Name | Collection Start Date | Due Date | Trial Name | Trial Date | Submission Status |
|---|---|---|---|---|---|
| SifCheck - Filtered WDE600 SIF Objects (2014-2015) | Jul 1, 2014 | | Run a Trial | | |
| WDE600 Attendance and Membership (Jun 2014) | May 30, 2014 | Jun 16, 2014 | Sent Trial | 07 8-2014 3:33pm | SENT |
| WDE600 Attendance and Membership (Jun 2015) | Jun 1, 2015 | Jun 15, 2015 | Run a Trial | | |
| WDE601 District Annual Financial Report (2013-2014) | Jul 1, 2014 | Aug 12, 2014 | Sent Trial | 09 9-2014 8:55am | SENT |
| WDE601 District Annual Financial Report (2014-2015) | Jul 1, 2015 | Aug 12, 2015 | Run a Trial | | |
| WDE602 Salary Schedule (Oct 2013) | Oct 1, 2013 | Oct 27, 2013 | Sent Trial | 09-19-2013 3:05pm | SENT |

This will take you to the SRM. You will only see links to the collections for which you have rights. Click “Run a Trial” to initiate an upload.

# Data Elements

## *18 Required Elements*

- DistrictID
- SchoolID
- WISERID
- StudentLastName
- StudentFirstName
- StudentGradeLevel
- StudentDateOfBirth
- StudentGender
- AsianRace
- BlackRace
- IndianRace
- PacificIslanderRace
- WhiteRace
- HispanicEthnicity
- MilestoneFlag
- StudentAggregateAttendance
- StudentAggregateMembership
- StudentAggregateUnexcusedAbsence

## *2 Optional Elements* ***(provide if possible)***

- StudentMiddleName
- StudentNameSuffix

*Note: These elements are optional on the State Registration System and WDE data collections, but highly recommended.*

# State Registration System (SRS)

- An application for securely assigning and obtaining unique ID numbers for both students and staff
  (available within the Wyoming Education Fusion portal)
- Wyoming Department of Education (WDE) is responsible for maintaining the SRS and providing technical assistance
- Not meant to track student movement across the state
- Application is inaccessible to the general public; for school district personnel use only

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# State Registration System (SRS)

*The following elements will be verified against the State Registration System (SRS)*

- WISERID
- StudentLastName
- StudentFirstName
- StudentDateOfBirth
- StudentGender

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# WISER ID

- Every K-12 student in Wyoming is required to have a WISER ID.
- The WISER ID is considered a confidential record and should be handled as such.
- Each public school district is responsible for assigning or acquiring WISER IDs for each of their students.
- Each district is also responsible for storing and maintaining the WISER IDs within their Student Information Systems.

# Student Legal Name

- Pursuant to WS §21-2-203, the Wyoming Department of Education requires full legal names on student level data collections and within the Student Registration System.
  - Additional information on Student Legal Name reporting can be found on the WISE website http://portals.edu.wyoming.gov/WISE/

# Student Last Name

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- Accepted values are letters, spaces, hyphens, apostrophes, and the number “3”
- No spaces should exist between prefixed or hyphenated last names
  *MacArthur not Mac Arthur*
- Punctuation shall be included in all segments of the name
  *Example: O'Connor, Jones-Drew*
- Unless otherwise noted by identification documents, the abbreviation “St.” in the last name should always be followed by a period and a space, as in the following example:
  *St. Michael* *(Do not omit the space, as in “St.Michael”)*
- Last name prefixes such as De, La, O, Van and Al, and lower case prefixes such as el, al, ibn, and ha, should be entered as part of the last name
  *Example: el-Erian*
- In case a person has two or more last names, use a space or hyphen in between them, exactly as it appears on the legal documents
  *Example: Jones-Drew*

# Student First Name

- Accepted values are letters, spaces, hyphens, apostrophes, and the number “3”
- A full first name must be used - please do not enter an initial
- No nickname must be used

  *Example: “William” not “Will” or “Billy”*
- In case a person has more than one first name, use a space or hyphen between them, exactly as it appears on the legal documents

  *Example: Anne-Marie*

# Student Middle Name

- Use student's middle name as it appears on their legal documents
- Accepted values are letters, spaces, hyphens, apostrophes, and the number "3"
- Middle name may contain only an initial – use a period after
- This element is optional on the State Registration System and WDE data collections, but highly recommended

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# Student Name Suffix

- A generation indicator such as “Jr.” or “III”
- Only allowable characters are letters and periods
- Element is optional, but highly recommended if known

# Nicknames

- Not to be used in the Student Registration System or on any WDE data collections
- Do not to be enter in the middle name field

# Ethnicity & Race Reporting Guidance

Six fields are used to report a student's Race and Ethnicity:

- AsianRace
- BlackRace
- IndianRace
- PacificIslanderRace
- WhiteRace
- HispanicEthnicity *(if = Y, then one race field must be Y)*

Valid values for all six fields are: Y or N (Y=Yes, N= No)
No fields can be left blank and all fields cannot be "N"

# MilestoneFlag (NEW)

- Number of membership days for the student derived by a milestone calculation
- Valid values:  Y or N (Y=Yes, N= No)
- Exporting to .CSV file:
  - Manually add milestone flag field column – set value as “N” for all records *(most likely)*
  - Manually add milestone membership records – set milestone flag as “Y” *(if applicable)*
- If using SIF:
  - Milestone flag field will be added for you and defaulted as “N” for all records
  - Add to, or edit, current trial to reflect milestone membership records set as “Y” *(if applicable)*

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# StudentAggregateAttendance

- Aggregate number of days the student was present during the days of operation
- Numeric value greater than or equal to 0 with 1-3 numbers before the decimal and optionally, 3 numbers after the decimal (examples: 75, 100.525)

# StudentAggregateMembership

- Aggregate number of days the student was present for days of operation, plus the aggregate number of days the student was absent for the days of operation
- A student who is absent more than ten consecutive calendar days, will not be counted in membership beyond the ten days. A student who withdraws is dropped from membership the day after withdrawal.
- Numeric value greater than or equal to 0 with 1-3 numbers before the decimal and optionally, 3 numbers after the decimal (examples: 75, 100.525)

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# StudentAggregateUnexcusedAbsence

- Aggregate number of days the student was absent, *as defined by the local board of trustees*, of any student required to attend school when such absence is *not excused* to the satisfaction of the board of trustees by the parent, guardian, or other person having control of such student
- Numeric value greater than or equal to 0 with 1-3 numbers before the decimal and, optionally, 3 numbers after the decimal (examples: 5, 100.825)

# Conclusion. . .

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With the new MilestoneFlag, it will be possible to have a student record with the MilestoneFlag as “Y” and a student record with the MilestoneFlag as “N” at one school.

*QUESTIONS?*

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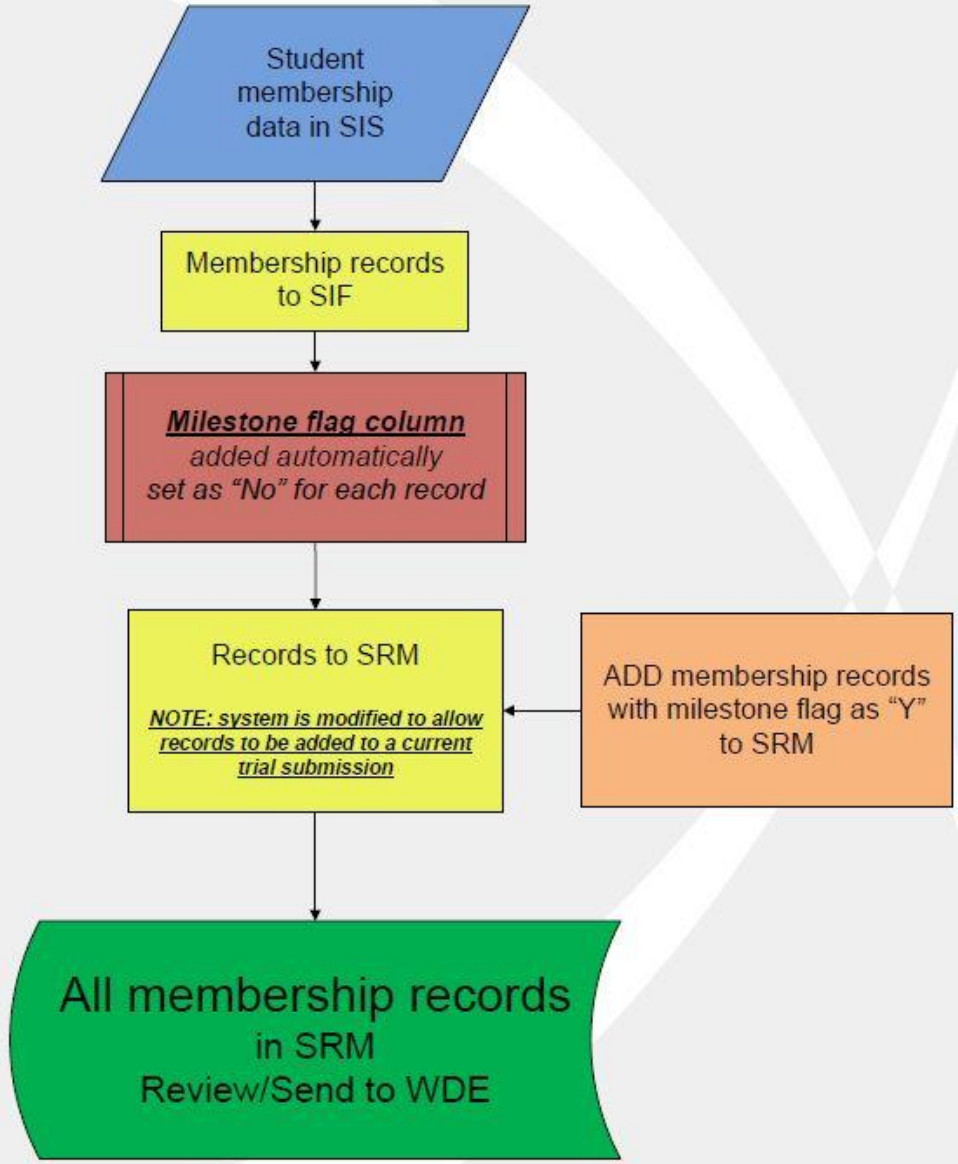
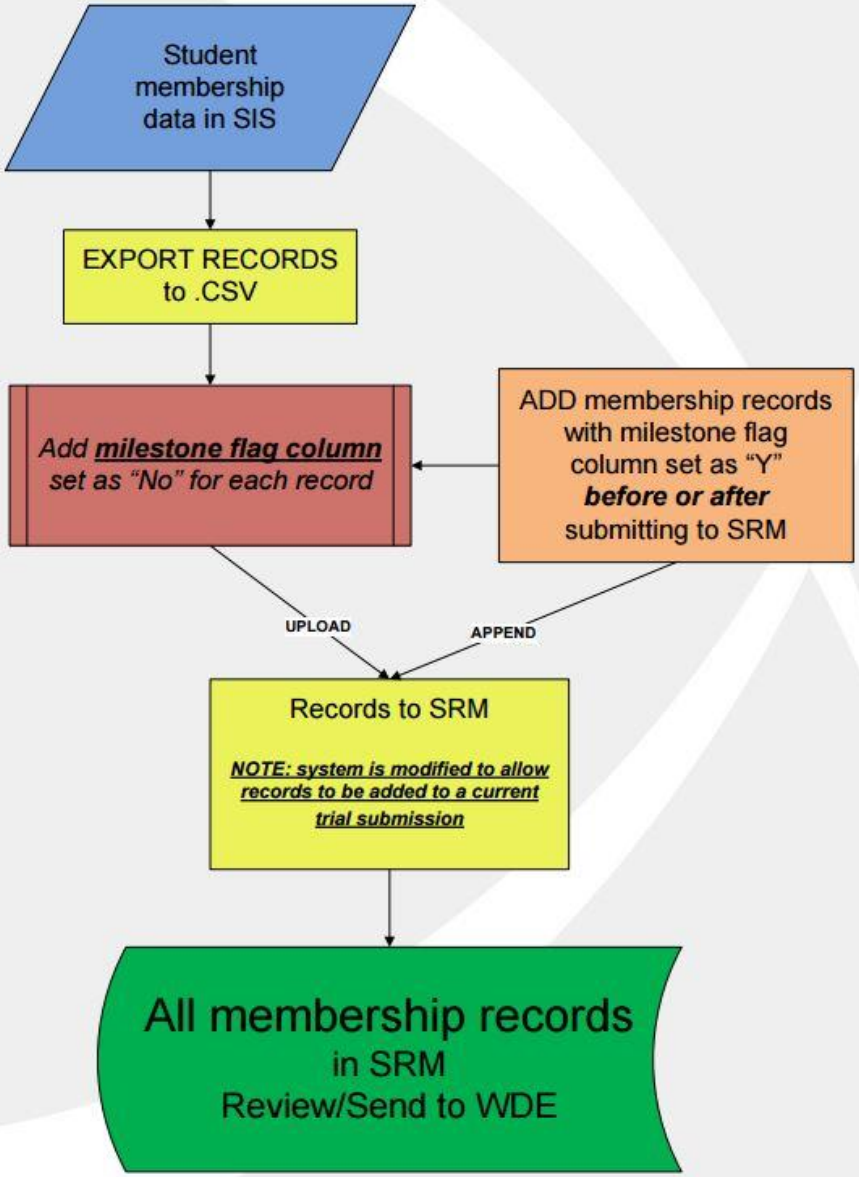
# Data Submission Process

- ✓Compile Data
- ✓SRM Trial
- ✓Submit
- ✓Correct Errors
- ✓Review Warnings
- ✓Certify *(Send to WDE)*
- ✓Archive Files and Reports
- ✓Coordinate with WDE for final validations

# PROCESS for Adding Milestone Flag to WDE600 for SIF



# PROCESS for Adding Milestone Flag to WDE600 for .CSV



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# Downloadable Reports

What is available?

- *Student Roster by School*
- *Violations by School*
- *ADA/ADM*

Reports assist with:

- *Accuracy*
- *Completeness*
- *Sensibility*
- *Populating the WDE100*
- *Document Archiving*

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# *Questions?*

# Milestone Information

Converting Distance Education Student Milestone Data

- Additional information can be found on the Wyoming Switchboard Network at the following link: http://wyomingswitchboard.net/Home.aspx

# Understanding the Calculation of Average Daily Membership (ADM) Involving Distance Education Courses

**A**

**[1]** Assume a student is enrolled in a DE course with 50 Milestones that are used to track their progress...

50 Milestones

**[2]** If the student completes 40 of the 50 course Milestones...

40 Milestones

**[3]** ...then we can divide [2] by [1] to see that the student completed 80% (or 0.8) of the available course Milestones. The other 20% (or 0.2) of the Milestones not attempted are shaded in red. **Note: Milestone completion is not the same as mastery!*

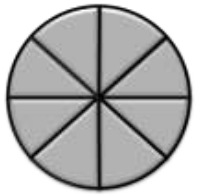
80% Completion

**B**

**[4]** Assume the student's school has 160 days in its yearly calendar...

160

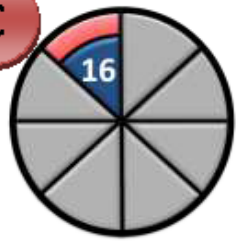
**[5]** If the school offers 8 courses to the student....



**[6]** We can divide 160 days by 8 courses to determine that each course is equivalent to a potential of 20 aggregate membership days.

**C**

**[7]** Multiply the 80% completion rate [step 3] by the 20 days [step 6] to convert the student's completion of DE Milestones to 16 aggregate membership days for the course.




**[8]** The aggregate membership for the seven other courses is calculated using the appropriate method. For simplicity, assume full membership for each of these other courses.

**[9]** The total aggregate membership is found by summing each of the individual courses; in our example this sum comes out to be 156.

156

***Note** - This information is intended for instructional purposes only:*

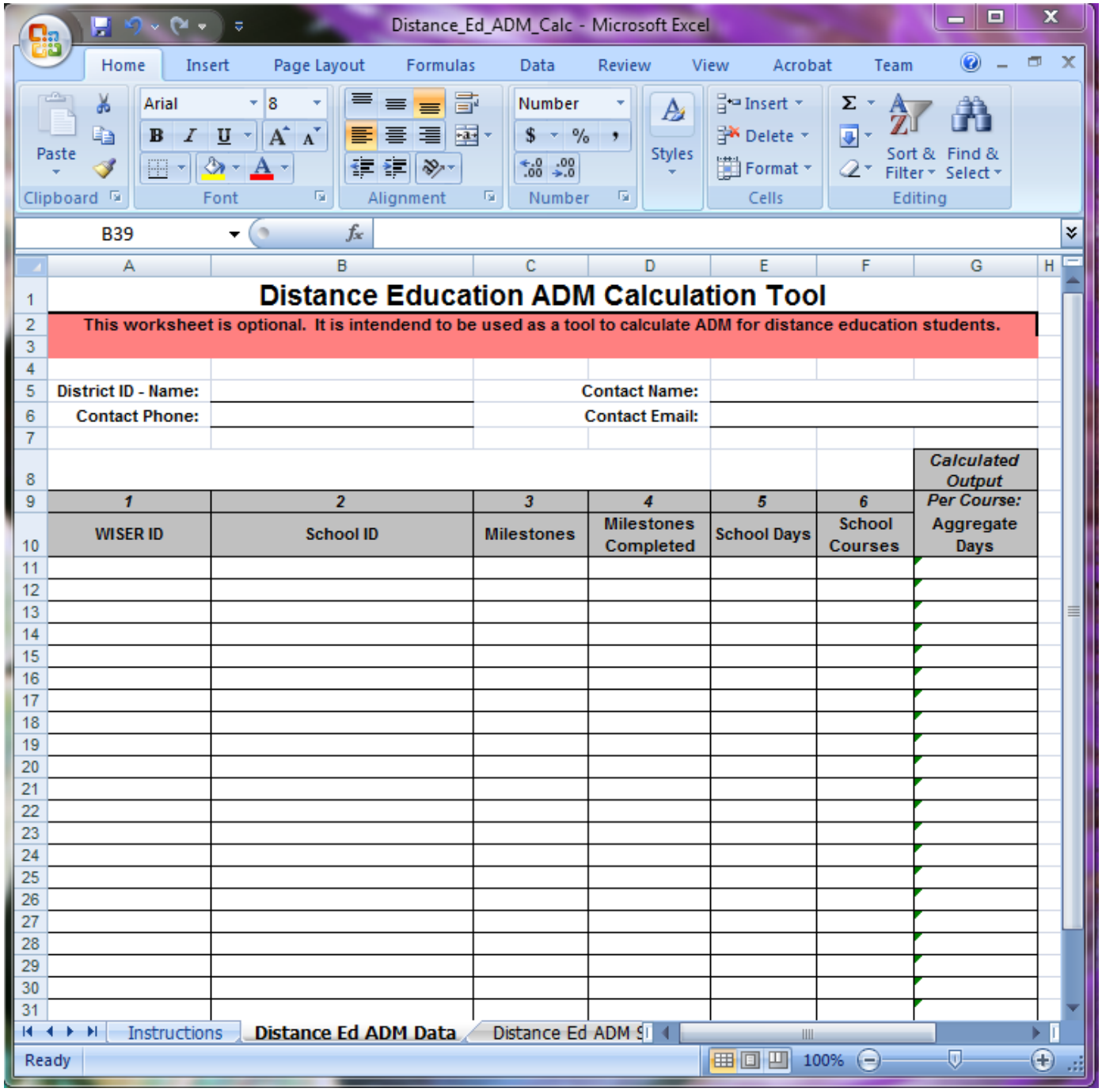
*1. Although this process is mathematically equivalent to the calculation of distance education student membership outlined in Section 10(e) of the WDE Chapter 8 Rules and Regulations for the School Foundation Program, the procedure used is obviously different.*

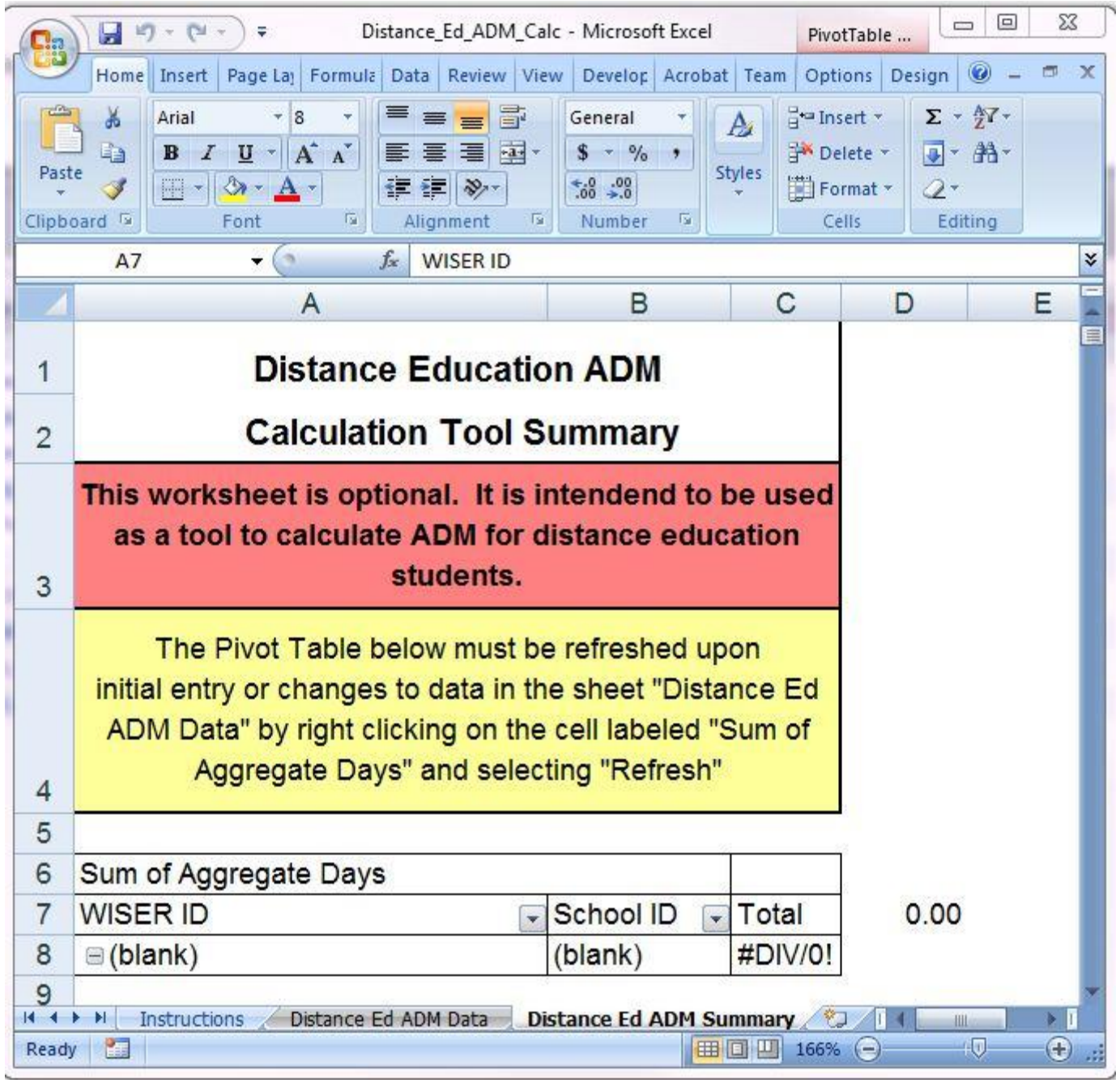
*2. In any circumstances, the final ADM calculation obtained cannot exceed 1.0*

**D**

**[10]** Dividing 156 by the 160 possible student days, this example will calculate an ADM of 0.975 as reported on the WDE 600.

0.975


Distance_Ed_ADM_Calc - Microsoft Excel
Home
Insert
Page Layout
Formulas
Data
Review
View
Acrobat
Team
Paste
Clipboard
Arial
8
Font
Alignment
Number
Styles
Insert
Delete
Format
Cells
Sort & Filter
Find & Select
Editing
B39
Distance Education ADM Calculation Tool
This worksheet is optional. It is intendend to be used as a tool to calculate ADM for distance education students.
District ID - Name:
Contact Name:
Contact Phone:
Contact Email:
Calculated Output Per Course: Aggregate Days
1 WISER ID
2 School ID
3 Milestones
4 Milestones Completed
5 School Days
6 School Courses
Instructions
Distance Ed ADM Data
Distance Ed ADM S
Ready
100%


Distance_Ed_ADM_Calc - Microsoft Excel
PivotTable ...
Home
Insert
Page La
Formula
Data
Review
View
Develop
Acrobat
Team
Options
Design
Paste
Clipboard
Arial
8
Font
Alignment
General
Number
Styles
Insert
Delete
Format
Cells
Editing
A7
WISER ID
A
B
C
D
E
1
Distance Education ADM
2
Calculation Tool Summary
3
This worksheet is optional. It is intendend to be used as a tool to calculate ADM for distance education students.
4
The Pivot Table below must be refreshed upon initial entry or changes to data in the sheet "Distance Ed ADM Data" by right clicking on the cell labeled "Sum of Aggregate Days" and selecting "Refresh"
5
6
Sum of Aggregate Days
7
WISER ID
School ID
Total
0.00
8
(blank)
(blank)
#DIV/0!
9
Instructions
Distance Ed ADM Data
Distance Ed ADM Summary
Ready
166%

# Contact Information

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*Questions? Feel free to contact us after the training.*

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